



DOWNSVIEW PRIMARY SHOOOL

Artificial Intelligence (AI) Policy for Parents, Pupils and Staff

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Document Owner and Approval

The Business Manager is the owner of this document and is responsible for ensuring that this policy document is reviewed in line with the school's policy review schedule.

A current version of this document is available to all members of staff on the school network.

Version History Log

Version	Description of Change	Date of Policy Release by the school's Data Protection Officer Judicium Consulting Ltd
1	Initial issue	16/10/2023
2	Amended for school use	18/10/2024

Background to the policy

Although Data Protection law does not specifically define or discuss the guidelines for Artificial Intelligence ('AI'), the guidance from the Information Commissioner's Office and the UK government defines it as using non-human systems to imitate human intelligence.

Artificial intelligence (AI) tools are now widespread and easy to access. Staff, pupils and parents/carers may be familiar with generative chatbots such as ChatGPT and Google Bard. The school recognises that AI has many uses to help pupils learn, but also poses risks to sensitive and personal data.

To ensure that personal and sensitive data remains secure, no one will be permitted to enter such data into unauthorised generative AI tools or chatbots.

If personal and/or sensitive data is entered into an unauthorised generative AI tool, the school will treat this as a data breach, and will follow the personal data breach procedure outlined in the school's Data Security Breach Prevention Policy and Data Breach Procedure.

Staff authorised usage of AI

We discourage the use of generative AI applications by staff in carrying out identified business activities. Staff will comply with the terms of the workforce specific policy when using generative AI to carry out business activities.

We discourage the informed and responsible use of authorised AI applications by staff, for the following business purposes:

- (a) Drafting internal guidance, training and presentations
- (b) Lesson planning
- (c) Conducting research

Authorised AI applications

The school has not approved the use of any AI applications for business purposes.

Pupil usage of AI

The school does not permit pupils to use AI at present. In the event that the school approved the future use of an AI application, we would require parents/pupils to sign an Acceptable Use Statement to ensure appropriate usage of AI and they would be reminded of the permitted usage, along with an outline of what classes as AI misuse.

Data Privacy

The school does not permit or encourage the usage of AI to process personal data but is aware of the data protection responsibilities to be transparent of such usage and will update the policy as and when required.

Related Policies

Pupils and parents can refer to the following policies that are related to this AI Policy: -

- Data Protection Policy
- Data Breach Policy
- Privacy Notices
- IT Security Policy

These are available upon request from the school office.

Breach of this Policy

If at any time you feel a data breach has occurred in relation to data used, stored or shared with an AI system, please refer to the schools Data Breach Policy and notify the Business Manager or Headteacher, so that this can be investigated.